

Attachment B7

**NSSATS 2007 cover letter; on-line questionnaire access
instructions; and frequently asked questions sheet**



March 2007

Dear Facility Director:

I am writing to request your participation in the 2007 National Survey of Substance Abuse Treatment Services (N-SSATS). The N-SSATS is an annual survey of substance abuse treatment facilities sponsored by the Federal Government's Substance Abuse and Mental Health Services Administration (SAMHSA). Mathematica Policy Research of Princeton, NJ, has been contracted by SAMHSA to conduct the data collection for this survey.

Your participation in the N-SSATS is important. This is the only comprehensive source of information on the kinds of treatment services that are available in this country and the number of persons in treatment. This information is used to help policymakers at all levels make informed decisions about substance abuse treatment policies. In addition, survey responses are used to update SAMHSA's *National Directory of Drug and Alcohol Abuse Treatment Programs* and the online Treatment Facility Locator (<http://findtreatment.samhsa.gov>).

More facilities are completing the N-SSATS questionnaire on the Internet each year. If you have not already experienced the ease of completing the N-SSATS online, we encourage you to try it this year. Simply log on to the Internet and follow the instructions on the pink flyer enclosed with this packet. The flyer provides the Internet address to access the questionnaire as well as your facility's unique user ID and password. If you cannot complete the questionnaire online, or prefer not to, a paper version of the questionnaire is enclosed in this packet.

It is important that you (or another person knowledgeable about the facility's daily operations and administrative aspects) complete the questionnaire. If you have any questions about the survey or need additional questionnaires, please call the N-SSATS helpline at **1-888-324-8337**.

Thank you for your participation in this important survey.

Sincerely,

Javid Kaiser, Ph.D.
Director, Office of Applied Studies

Enclosures

NOTE: The N-SSATS questionnaire is designed to collect information about a single facility at a single location, that is, the facility whose name and address is printed on the questionnaire's cover. If your organization offers treatment services at more than one location and you receive a questionnaire for each, please complete and return a separate questionnaire for each location.

**WANT TO KNOW A *FAST AND EASY* WAY TO COMPLETE
YOUR N-SSATS QUESTIONNAIRE?
ANSWER: DO IT ON THE INTERNET**

Here's what some have said about completing their N-SSATS on the Internet!

- *"I found it very easy to answer this questionnaire on-line."*
- *"The online survey is more convenient and easier to fit into one's day."*
- *"I love this computer survey. I remember in the past someone would have to be on my case all the time to get this mailed. Thank you for making this kind of fun."*
- *"Your computer questionnaire was easy to use, was very clear, and "user friendly." Thank you."*

TO RESPOND ON THE INTERNET:

1) LOG ON AT: **<http://nssats.mprnj.com>** (THIS IS A SECURE SITE.)

2) ENTER YOUR FACILITY'S UNIQUE **USER ID** AND **PASSWORD**:

USER ID:

[FIELD 1]

(ALL NUMBERS)

PASSWORD:

[FIELD 2]

(2 LETTERS; 6 NUMBERS)

3) THAT'S IT – YOU'RE READY TO START

We hope you will take advantage of the speed and ease of completing this year's survey online. Of course, you still have the option of filling out the paper questionnaire and returning it to MPR in the prepaid envelope provided.

If you have any questions about the survey or responding on the Internet, please contact us at our toll-free helpline or by e-mail.

Telephone Helpline: (888) 324-8337

E-mail: nssatsweb@mathematica-mpr.com

**COMMON QUESTIONS ABOUT COMPLETING
THE NATIONAL SURVEY OF SUBSTANCE ABUSE TREATMENT SERVICES
(N-SSATS)**

1. **This is a privately-owned facility. We don't get any Federal, State, or local funds. Do we have to participate in the survey?** It is *very important* to have information about all substance abuse treatment providers so that we can properly describe our national substance abuse treatment network, including service availability.
2. **Is it mandatory that I complete this survey?** Your participation is important. Because the N-SSATS is the most comprehensive source of data on alcohol and drug abuse treatment facilities in the nation, policymakers at local, State, and Federal levels use information from the N-SSATS to determine the extent of services available and what new or expanded services may be needed. State-approved facilities that respond to the survey are listed in SAMHSA's *National Directory of Drug and Alcohol Abuse Treatment Programs* and the online Treatment Facility Locator (at <http://findtreatment.samhsa.gov>).
3. **Another facility in our organization will report our information in their questionnaire. Do we need to do anything?** *We do want to hear from you!* Sections A and C of the 2007 N-SSATS questionnaire are designed to collect information about the services offered at each individual facility. This information will be used to update SAMHSA's *National Directory of Drug and Alcohol Abuse Treatment Programs* and its online Treatment Facility Locator (at <http://findtreatment.samhsa.gov>). Even if another facility is providing information on the number of clients in treatment at this facility, every facility should answer Sections A and C of the questionnaire for themselves.
4. **Can we complete the survey on the Internet?** Yes. Enclosed in this packet is a pink flyer that provides the Internet address and this facility's unique user ID and password which are required to access this facility's questionnaire on the Internet.
5. **Is alcohol treatment considered substance abuse treatment for the N-SSATS survey?** Yes.
6. **Our facility offers treatment to clients in their homes. This doesn't seem to fit into any of the categories listed in the N-SSATS -- hospital inpatient, residential, or outpatient. What should I do?** Home-based programs such as yours are becoming more common. Although you may not consider home-based treatment to be traditional outpatient treatment, please count it as such for the purpose of the survey. When reporting client counts, include them on the line for "regular outpatient treatment" clients.
7. **How should our facility report admissions for a 12-month period if we have been open less than one year?** Please report for the period of time the facility has been open.